CONTROL NO. REPORTS INVENTORY 060 PREPARE IN DUPLICATE 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL 0F NARRATIVE REPORT OS Statistical Report MACHINE-NAME LISTING PERSONNEL TRAINING ADMIN. GENERAL SECURITY OTHER (specify) LOGISTICS 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) number of copies) 2 Monthly 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. Memorandum DDS/OS Х NO II. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level contributing information to report) Form No., or nomenclature. Attach separate sheet if necessary.) EPD 17 12. COST FACTORS PREPARATION AND REVIEW COSTS MANUAL HOURS PER COST PER TIMES HOURLY COST PER YEAR X GRADE RATE REPORT REPORT PREPARED 7. 78 12 93.36 GS-07 3.89 2 12 GS-13 8.06 12 96.72 1160.64 11.00 12 132.00 GS-15 11.00 1 12 76.56 12.76 1/2 6.38 GS-16 44.28 GS-17 14.77 1/43.69 12 4.26 51.12 17.07 1/412 GS-18 (Continued Next Page) COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This report with modifications has been made monthly since the early days of the Office of Security. It is a historical document of the activities and operations of the OS. It is used for budget preparations, special reports and for comparative purpose of work activities. 14. FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS MAN-HOURS **DOLLARS** RETAIN AS IS OTHER (explain) CHANGE 2**5**X1 DISCONT INUE 18. EXTENSION 16. DATE OF INVENTORY 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100070092-9 25X1 5 October 1970

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